

APPLICATION FOR EXTRANET TRANSACTION ACCESS

Purpose: This application must be used when applying for or renewing an existing Memorandum of Understanding and Agreement (MOA) with the Department of Motor Vehicles (DMV). An MOA is needed when obtaining driver, vehicle and/or personal information from DMV's record database or providing information to DMV's record database via the Internet (extranet).

Instructions:

1. Complete in ink or type. If you downloaded this application from DMV's website you may complete it online. However, you must print the form and sign it.
2. Complete all applicable parts of the application. Be as specific as possible. If additional space is needed, attach additional pages. Write N/A beside any part(s) or question(s) that do not apply.
3. Have an authorized agent or representative of the applicant sign and date the application. Unsigned or incomplete applications cannot be processed and will be returned to the applicant.
4. If completing an Information Use Application with this application, only one \$25 application fee is required. **(Government agencies are not required to pay a \$25 application fee.)**
5. Mail the completed application and the \$25 application fee to the address below.

User Services
Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001

SPECIAL APPLICATION NOTES AND PROVISIONS

- This application is subject to change based on changes in state or federal laws, rules, and regulations governing access and use of the requested information.
- By submitting this application, the applicant agrees to comply with all rules, laws, and regulations governing access to DMV records and the information they contain, including the Code of Virginia §§ 18.2-152.1 through 18.2-152.14 and the Federal Fair Credit Reporting Act, Public Law 91-508.
- Violation of the state laws concerning use of DMV information and files is punishable under state law as a Class 4 misdemeanor. Violations of Federal Public Law 91-508 (Fair Credit Reporting Act) and the provisions therein are punishable by a fine up to \$5,000 fine or two years imprisonment or both.
- When approved, users are subject to reasonable inspection and/or audit by DMV to ensure compliance with the terms and provisions stated in the Memorandum of Understanding and Agreement.
- Applications with false, misleading, or otherwise deceptive information will not be processed and may be grounds for criminal prosecution under state and federal law.

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Print or type

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PART 4: USER INFORMATION (All applicants must complete this part.)

Provide a list of names of all employees who will be authorized to use the requested access to update DMV records. Access for submitting Driver Improvement Clinic rosters is limited to 2 users.

User Name (first, middle initial, last)	Mother's Maiden Name

PART 5: SECURITY INFORMATION (All applicants must complete this part.)

All organizations with extranet transaction access must designate a security officer who is responsible for administering user logon IDs. Provide the following information for your designated security officer.

NAME	
TELEPHONE NUMBER ()	FAX NUMBER ()
SECURITY OFFICER SIGNATURE	EMAIL ADDRESS

PART 6: CERTIFICATION (All applicants must complete this part.)

I, hereby certify that: (1) all information contained herein is true; (2) I am a duly authorized agent of the above applicant; and (3) I am authorized to make application to DMV for extranet transaction access for the purpose stated in this application.

USER/BUSINESS NAME (print or type)	CURRENT DATE (mm/dd/yyyy)
AUTHORIZED REPRESENTATIVE NAME (print or type)	TITLE (print or type)
AUTHORIZED ADDRESS (if different from Part 1)	
SIGNATURE	
TELEPHONE NUMBER ()	FAX NUMBER ()
EMAIL ADDRESS	

DMV USE ONLY

APPLICATION <input type="checkbox"/> Approved <input type="checkbox"/> Denied	SIGNATURE
IF APPROVED, LIST DATE (mm/dd/yyyy) USE AGREEMENT MAILED	TITLE
IF DENIED, GIVE REASON(S)	DATE (mm/dd/yyyy)